



# JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	<b>ENERGY COMMISSION SPECIALIST I</b> <b>(Will consider an Associate Energy Specialist)</b>
<b>TENURE:</b>	<b>PERMANENT</b>
<b>TIME BASE:</b>	<b>FULL-TIME</b>
<b>SALARY:</b>	<b>Energy Commission Specialist I (EFF) \$5,227 - \$6,495</b> <b>Associate Energy Specialist (EFF) \$4,759 - \$5,914</b>
<b>LOCATION:</b>	<b>OFFICE OF COMPLIANCE ASSISTANCE AND ENFORCEMENT (OCAE)</b>
<b>FINAL FILING DATE:</b>	<b>UNTIL FILLED</b>

## **DUTIES/RESPONSIBILITIES:**

The Energy Commission Specialist I, under the supervision of the Assistant Executive Director of the Office of Compliance Assistance and Enforcement (OCAE) within the Executive Office, will conduct investigation and enforcement activities related to alleged violations of the Appliance Efficiency Standards.

Duties include: contract and project management; monitoring and reviewing data generated from surveys and testing, conducting case investigations and enforcement actions; coordination with policy committees, technical and legal staff, manufacturers, trade associations, federal government, national laboratories, industry experts, public and standards advocacy groups on issues associated with the enforcement of state and federal regulations. The incumbent will primarily work on the Appliance Efficiency Enforcement Program and other related enforcement work in other divisions throughout the Energy Commission, as needed.

**WORKING CONDITIONS.** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

- In collaboration with OCAE team lead, work with Efficiency Division staff and management and Energy Commission attorneys on identification of targets for investigation (e.g., retailers, distributors and manufacturers) and provide technical leadership, analysis, direction, and coordination of these efforts to turn these leads into investigations. This includes use of leads submitted to the Energy Commission by third parties, field work, laboratory testing, use of the market survey results generated by the Energy Commission's outside consultant(s), and internal development of leads. Review, analyze, and assess the energy efficiency of buildings and appliances. Develop new methodologies and models, as needed, to address energy test laboratory and product manufacturers, distributors and retailers non-compliance. Analyze and report the energy savings that have **(cont'd)**

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**(cont'd)** accrued from the implementation of the energy efficiency building standards, appliance standards and other conservation programs.

- Work with advisory groups to develop compliance assistance materials and provide training to industry to facilitate compliance with the applicable energy efficiency standard. Prepare and maintain compliance assistance and enforcement documents (e.g. manufacturer, distributor and retailer contact letters, warning notices and advisories, notices of violation, and other correspondence). Schedule and conduct settlement conferences. Coordinate litigation efforts, as needed. Develop and maintain suitable record-keeping protocols and files (electronic and hardcopy) and mentor staff in their proper use.
- Gather evidence to support case investigations through internet searches, field work and communications with market participants on compliance enforcement violations. Work in collaboration with the lead project and contract manager for the Energy Commission's contract with the California State University, Sacramento Engineering Energy Efficiency Test Laboratory.
- Serve as liaison between the Efficiency Division and the OCAE to coordinate and collaborate on all appliance efficiency regulations and enforcement database issues. Coordinate and communicate with local, State, and Federal agencies, energy and environmental advocacy groups, and building and appliance industry representatives regarding energy efficiency.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Knowledge of CEC regulations governing the Appliance Efficiency Enforcement Program and other programs throughout the Energy Commission
- Excellent interpersonal and written and verbal communication skills.
- Ability to work cooperatively and effectively with all CEC divisions and offices and the regulated industries.
- Ability to communicate complicated legal, regulatory and technical information in a simple, concise and consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.
- Honed Microsoft Office skills including Word, Excel, PowerPoint, etc.
- Ability to meet strict deadlines, follow written and verbal instructions, exercise tact and good judgment and work effectively under pressure.
- Ability to communicate the importance of the CEC programs to all stakeholders.
- Some travel is required.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

**SUBMIT APPLICATIONS TO:**

Personnel Services Office

Attn: RPA #151-243

1516 9<sup>th</sup> Street, MS-3

Sacramento, CA 95814

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